

DEPARTMENT OF TRANSPORTATION

UNITED STATES COAST GUARD

CHARTER

National Offshore Safety Advisory Committee

Purpose. This Charter establishes the National Offshore Safety Advisory Committee pursuant to the Federal Advisory Committee Act, as amended, 5 U.S.C. App. I (1976), and sets forth regulations for its operations.

Scope and Objectives. The Committee will act solely in an advisory capacity to the Commandant of the United States Coast Guard on matters relating to the offshore mineral and energy industries. The Committee will advise, consult with, and make recommendations reflecting the Committee's independent judgment to the Commandant on matters and actions concerning activities directly involved with or in support of the exploration of offshore mineral and energy resources insofar as they relate to matters within Coast Guard jurisdiction.

Duties. The Committee will be responsive to specific assignments and may conduct studies, inquiries and workshops as the Commandant may authorize or direct.

Duration. Continuing.

Official to Whom Committee Reports. The Committee will report to the Commandant, United States Coast Guard, through the sponsor.

Sponsor and Agency Providing Support. The Assistant Commandant for Marine Safety and Environmental Protection serves as Sponsor for the Committee and shall designate an Executive Director. The Executive Director manages Committee affairs and will provide necessary clerical support.

Membership. The Committee shall be composed of not more than 15 members appointed by the Secretary upon recommendation by the Commandant. In addition, the Commandant may request the Minerals Management Service, the Environmental Protection Agency, the Maritime Administration, and the Occupational Safety and Health Administration each to designate a representative to participate as an observer on the Committee. Committee members serve in proportionally staggered terms of up to four years or until replacements have been appointed.

Nonparticipation of any member in Committee activities is sufficient reason for the appointment of a replacement member by the Commandant.

The 15 members shall have particular expertise, knowledge and experience in the technology, equipment and techniques that are used, or are being developed for use, in the exploration for, and the recovery of, offshore mineral resources as follows:

- a. Two members representing companies engaged in the production of petroleum;
- b. Two members representing enterprises specializing in offshore drilling;
- c. Two members representing enterprises specializing in the support, by offshore supply vessels or other vessels, of offshore mineral and oil operations, including geophysical services;
- d. One member representing enterprises engaging in each of the following specialties:
  - (1) Construction of offshore exploration and recovery facilities;
  - (2) Diving services related to offshore construction, inspection and maintenance;
  - (3) Safety and training related to offshore exploration and construction; and
  - (4) Pipelaying services related to offshore construction;
- e. Two members representing individuals employed in offshore operations;
- f. One member representing the general public, but not representing a specific environmental group;
- g. One member representing national environmental interests and,
- h. One member recommended by the Secretary of Transportation.

To ensure that the recommendations of the Committee have been taken into account the needs of diverse groups served by the Department, membership shall include, to the extent practicable, individuals and/or organizations to represent minorities, women and persons with disabilities.

Committee Officers. The Chairman and Vice-Chairman are appointed by the Commandant from nominations submitted by the Committee. The Committee submits nominations for the Chairman and the Vice Chairman to the Commandant at least every three years. Nominations for Chairman and Vice-Chairman shall be submitted to the Commandant no later than six months prior to the end of the incumbents' terms of office as Chairman or Vice Chairman. The Chairman shall conduct each meeting in general accordance with Roberts' Rules of Order, provide an opportunity for participation by each member and by public attendees, ensure adherence to the agenda, maintain order and prepare any recommendations to be submitted to the Coast Guard. In the absence of the Chairman, these duties are performed by the Vice Chairman.

Meetings. Meetings are held at the call of or with the advance approval of the Executive Director. The Committee meets approximately twice each year. Special meetings may be called as necessary. Notice of each meeting is published in the Federal Register.

All meetings are open to the public. Members of the public are permitted to appear before or file statements with the Committee. The Executive Director or a designated Coast Guard representative must be present at each Committee meeting. This official has the authority and duty to adjourn the meeting whenever such action is deemed to be in the public interest. A quorum exists when at least one half of the appointed members are present. A quorum must exist for any official action, including any voting, to occur. In any situation involving voting, the majority vote of members present shall prevail. An agenda for each meeting must be approved in advance by the Executive Director or designated representative in consultation with the Committee Chair.

Costs. Operating expenses are borne by the Committee Sponsor. The annual costs to the government are approximately \$1500, in addition to one-third person year of staff support. Members serve without compensation or reimbursement of travel or per diem from the Federal Government.

Availability of Records. Subject to Section 552 of Title 5, United States Code, the records, reports, minutes, agenda, and other documents made available to the Committee are available for public inspection and duplication in the office of the Executive Director, Office of Operating and Environmental Standards, 2100 Second Street, S.W., Washington, D.C. 20593.

Reports. The Executive Director furnishes detailed minutes of each meeting to the Sponsor. The minutes contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Committee. The Chairman and Executive Director certify to the accuracy of the minutes.

Subcommittees. The Committee Chair may establish subcommittees to perform specific assignments with the approval of the Executive Director. The Chair may designate members from either the Committee or the public to serve on subcommittees. The subcommittee chair shall be a Committee member. Recording or videotaping of subcommittee meetings may only be performed by the Sponsor, Executive Director, or their designee.

Filing Date. January 17, 2003 is the effective date of this Charter, which will expire in two years from this filing date unless sooner terminated or extended.